

MAVEA Maine Learning Results/Curriculum Integration Project  
**Student Information System (SIS) – Instructor Help Manual**

---

**TABLE OF CONTENTS**

Strategy for New Users		<i>Preface</i>
Getting Started	Section I	<i>pages 1-4</i>
Statewide Standards – Customize [Add/Edit Duties and Tasks]	Section 2	<i>pages 5-6</i>
Maine Learning Results (MLR) – Link to Duty Areas	Section 3	<i>pages 7-10</i>
Assessment Module	Section 4	<i>pages 11-13</i>
Student Performance Ratings – Record/Edit [on Tasks and MLR]	Section 5	<i>pages 14-16</i>
Student Performance Notes	Section 6	<i>pages 17-18</i>
Report Options	Section 7	<i>page 19</i>
Grade Module	Section 8	<i>pages 20 – 25</i>
Curriculum		<i>page 26</i>

**If you need HELP!!!**

1. Check with your colleagues or your technology person/SIS administrator at school.
2. **When all else fails, read the manual!** Three types of SIS written directions are available – one for Instructors, one for the Administrative Menu (entering student information etc.), and one for “SIS Techies” (installation info etc). These are available online at <http://schoolswork.org>.
3. Looking for real people? Bill Portela at [william.portela@state.me.us](mailto:william.portela@state.me.us) and/or Paddy Clark at [pclark@ccdme.org](mailto:pclark@ccdme.org)